GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Nodal Authority - e-Office implementation – Codes for entity master and certain sub-global organisations at district level – Notified.

GENERAL ADMINISTRATION (PU.A) DEPARTMENT

G.O.MS.No. 28 Dated: 27-02-2018.

ORDER:

Government have decided to implement e-Office and make all its offices in the State paperless. In order to implement e-Office, the following codes are generated for implementation in the e-Office masters at the state level and the district level.

(i) HRMS Codebook Version 1 at www.codes.ap.gov.in
(G.O. P. No.01, General Administration (PU-A) Dept. dated 26.02.2018)

(ii) Tappal Diary masters.
(GO Ms No. 24, General Administration (PU-A) Dept. dated 20-2-2018)

2.1 Under certain HODs, there are two wings/units at the district level with parallel hierarchy and independent district heads reporting to the District Collector. In order to accommodate such wings/units, sub-global organisations are created under the global organisation i.e. the HOD at district level.

2.2. Organisation Unit in e-Office defines a section in an office or the peshi of an officer in that office. The entity master in e-office defines the nature of an Organisation Unit (ex. office/peshi or section) and also their hierarchy. These orders define the entity master to be created in e-Office for Government of AP offices.

3.1 After careful consideration of the matter Government notify the following codes annexed to these orders:

(i) Codes for certain Sub-Global organisations at District level, and

(ii) Entity codes. (Annexure to these orders)

3.2. These codes will be updated and notified in www.codes.ap.gov.in from time to time by the Nodal Authority.

4. The State in-charge, NIC with the support of NIC Delhi shall implement these codes in e-Office application immediately. For any clarification, Nodal Authority for Biometric attendance and e-Office, GAD may be contacted.

5. ITE&C department, Heads of Departments and District Collectors shall take necessary action for updating these codes in e-Office and complete the implementation of e-Office in all Government/public offices within their jurisdiction before the stipulated time.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

SRIKANT NAGULAPALLI
SECRETARY TO GOVERNMENT (POLL.)

To
The ITE&C Department.
All Heads of Departments.
All District Collectors.
State In-charge, National Informatics Centre, Vijayawada.
Copy to:
The PS to CS to Govt.
The PS to Secy. (Political).
The PA to Addl. Secy. (PU), GAD
SF/SCs.

//FORWARDED :: BY ORDER //

SECTION OFFICER

ANNEXURE to GO Ms.No. 28 ,GA (PU.A) Dept.,dated:27-02-2018.

1. SUB - GLOBAL ORGANISATIONS AT DISTRICT LEVEL

The following departments will have sub global organisation codes given below.

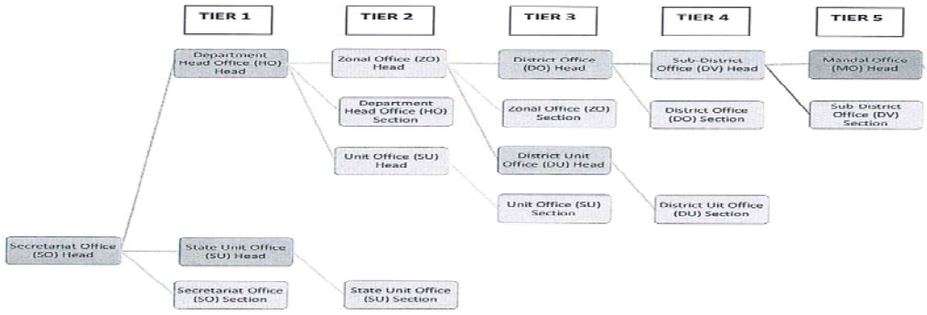
Global Organisation	Sub-Global Organisation
HMF02-Medical Education	HMF02C-Medical College
	HMF02H-Teaching Hospital
	HMF02N-Nursing College
GAD02-Information and Public Relations	GAD02-Public Relations Unit
	GAD02T-Technical Unit
ESE02-School Education	ESE02R-Rajiv Vidya Mission
	ESE02J-Jawahar Navodaya Vidyalaya
	ESE02K-Kendriya Vidyalaya
EHE70-JNTU Kakinada	EHE70E-Engineering College
EHE71-JNTU Anantapur	EHE71E-Engineering College
PRR02-Panchayati Raj	PRR02Z-Zilla Parishad Unit
	PRR02D-District Panchayat Unit
AGC03-Horticulture	AGC03M-APMIP
AGC02-Agriculture	AGC02A-ATMA
LAE02-Employment and Training	LAE02T-Training
AGC06-Cooperation and Cooperative Societies	AGC06D-District Central Cooperative Bank
PLG02	PLG02B-District Lead Bank

2. ENTITY CODES

Office Type	Entity	Reporting Entity
Secretariat Office	Secretariat Office (SO) Head	
	Secretariat Office (SO) Section	Secretariat Office (SO) Head
Head Office	Department Head Office (HO) Head	Secretariat Office (SO) Head
	Department Head Office (HO) Section	Department Head Office (HO) Head
State Unit	State Unit Office (SU) Head	Secretariat Office (SO) Head
	State Unit Office (SU)Section	State Unit Office (SU) Head
Unit Office	Unit Office (UO) Head	Department Head Office (HO) Head
	Unit Office (UO) Section	Unit Office (UO) Head
Zonal/ Regional/ Range office	Zonal Office (ZO) Head	Department Head Office (HO) Head
	Zonal Office (ZO) Section	Zonal Office (ZO) Head
District Office	District Office (DO) Head	Zonal Office (ZO) Head
	District Office (DO) Section	District Office (DO) Head
District Unit Office	District Unit Office (DU) Head	Zonal Office (ZO) Head
	District Unit Office (DU) Section	District Unit Office (DU) Head
Sub-district Office	Sub-district Office (DV) Head	District Office (DO) Head
	Sub-district Office (DV) Section	Sub-district Office (DV) Head
Mandal Office	Mandal Office (MO) Head	Sub-district Office (DV) Head
	Mandal Office (MO) Section	Mandal Office (MO) Head
Village Office	Village Office (VO) Head	Mandal Office (MO) Head
	Village Office (VO) Section	Village Office (VO) Head

Note: See figure below for reference.

(P.T.O)


TIER 1
TIER 2
TIER 3
TIER 4
TIER 5
Department Head Office (HO) Head
Zonal Office (ZO) Head
District Office (DO) Head
Sub-District Office (DV) Head
Mandal Office (MO) Head
Department Head Office (HO) Section
Zonal Office (ZO) Section
District Office (DO) Section
Sub-District Office (DV) Section
Unit Office (SU) Head
District Unit Office (DU) Head
Unit Office (SU) Section
District Uit Office (DU) Section
Secretariat Office (SO) Head
State Unit Office (SU) Head
Secretariat Office (SO) Section
State Unit Office (SU) Section